



BYLAW NO. IV

SCHOOL CALENDAR APPROVAL PROCEDURES BYLAW

PREAMBLE

The *School Act*, Section 87.01 requires that a board must make available to the public the school calendar or school calendars, as applicable, submitted to the minister in accordance with the *Act* and *Regulations*, at least one month before the expiration of the current school calendar.

THE SCHOOL BOARD, IN A PUBLIC MEETING, THEREFORE ENACTS the following procedures for obtaining required approvals of school calendar proposals.

1. DEFINITIONS:

- (1) In this bylaw

"Act" means the *School Act*;

"Regulation" means the *School Calendar Regulation*;

"day of instruction" means, in respect of any school, a day in a school calendar year in which students receive instruction in an educational program;

"days in session" means, in respect of any school, the days in a school calendar year on which the principal, vice principals, district staff and teachers of the school are scheduled to be available for instructional, non-instructional or administrative duties;

"non-instructional days" means, in respect of any school, a day in session in a school calendar year that is not a day of instruction.

- (2) Words and expressions used in this bylaw have the same meanings as are assigned to them in the *Act* and *Regulations*.

2. LEGAL REQUIREMENTS:

The *School Amendment Act* (Bill 36), enacted in Spring 2012, establishes a new legislative framework for school calendars. Beginning in the 2013-14 school year, there will be no standard school calendar and each board must establish calendars for schools in its district.

3. SCHOOL CALENDAR REQUIREMENTS

3.1 A school calendar that complies with this section must, for a school (not including a distributed learning school) or group of students to which it applies for the following year,

- set out the number and dates of the days in session;
- set out the dates for the administrative days, if any, the school opening day, the school closing day, the vacation periods and the statutory holidays;
- set out the number and dates of each day of instruction;
- specify the hours of instruction, which must not be less than the minimum number of hours of instruction specified in the *Regulation*;
- set out, for each non-instructional period for the school year, its date and, if the non-instructional period is scheduled for a portion of a school day, the time for which it is scheduled;
- subject to the non-instructional day requirements set out by the Ministry, specify the purpose of each non-instructional period;
- Specify the following:
 - the length of school days,
 - the number of minutes of school operation to be provided in a school day,
 - the number of hours of instruction to be provided in a school day,
 - the number and length of recesses to be provided in a school day, and
- Set out such other dates, times, and information as the board considers necessary.

3.2 A school calendar for a distributed learning school that complies with this section must, for a school or group of students to which it applies for the following year,

- set out the number and dates of the days in session;
- set out the dates on which the principal, vice principals, district staff as applicable, and teachers of the school are available for instruction;
- set out the vacation periods and dates of statutory holidays.

3.3 For purposes of complying with the *Act*, in respect of a school calendar under this section, the board must

- a. make available to the public a school calendar that it proposes to submit to the minister at least one month before the date the school calendar must be submitted to the minister pursuant to section 87.01 of the *Act*;
- b. provide an opportunity to
 - the parents of the students enrolled in each school to which the proposed school calendar is to apply, and
 - representative employees of the board assigned to the school.to provide comments to the board with respect to the school calendar made publicly available under 3.3 (a).

*3.3 (a) and (b) do not apply in respect of a school calendar that has been amended based on comments previously provided under 3.3 (b).

3.4 If an amendment to a school calendar under this section is necessary at a time other than when a school calendar must be made available as per the *Act*, the board must,

- a. make publicly available proposed amendments at least one month before making the amendments
- b. provide the minister with the amended school calendar within 30 days of making the amendment(s)
- c. (a) and (b) do not apply if the board reschedules a non-instructional day if the

board gives notice of the change to

- the parents of the students enrolled in the school to which the proposed change is to apply, and
- the representatives of employees of the board assigned to the school

- 3.5 The board must use the school calendar forms published by the minister to
- a. submit one or more school calendars to the minister under section 87.01 of the *Act*, and
 - b. provide an amended school calendar to the minister.

4. EXAMINATION DAYS

4.1 In secondary schools, the board may set a school day as an examination day.

4.2 On an examination day set under subsection 4.1,

- a. students of the school may be in attendance and under supervision for the purpose of writing examinations and to attend tutorials or other opportunities designed to facilitate/support their learning;
- b. principals, vice-principals, directors of instruction and teachers of the school may supervise examinations, tutorials or other learning opportunities, mark examinations, prepare student progress reports and undertake related planning and preparatory activities;
- c. the time scheduled for activities listed in 4.2 (a) may be included in the instructional time as indicated in 5.2.(c).

5. INSTRUCTIONAL TIME

5.1 In this section, 'hours of instruction' does not include recesses, lunch periods and other scheduled breaks between classes.

5.2 Subject to subsection 6.3, in a school year, a board must offer not less than the hours of instruction indicated in accordance with paragraph a, b, or c, as applicable, to the students enrolled in the schools in the district:

- a. For a student in kindergarten: 853 hours;
- b. For a student in grades 1 to 7: 878 hours;
- c. For a student in grades 8 to 12: 952 hours.

5.3 There are no prescribed minimum hours of instruction that a board must offer to students enrolled in a distributed learning school.

5.4 The hours of instruction are adjusted for the students referred to in subsection 5.2 (a) for the purpose of gradually introducing students to school after the opening of day school.

5.5 For the purposes of this bylaw, the board is deemed, in respect of a school or a group of students in the district, to provide the number of hours of instruction in a school day specified in the school calendar applicable to that school or group of students for any one or more of the following days included in the school year:

- a. a day on which a school is closed as a result of a strike or lockout in respect of some or all of the employees of the board assigned to the school;
- b. a day on which the school is closed by the board for health and safety reasons as set out in the *School Act*.

6. NON-INSTRUCTIONAL DAY

- 6.1 The minister may designate, by order, up to one school day of non-instructional periods to be scheduled and used for a specific purpose and non-instructional periods so designated must be scheduled and used for that purpose.
- 6.2 The setting of non-instructional periods for a school year will be done in accordance with 3.1.
- 6.3 Non-instructional periods may be less than one day in length.
- 6.4 The board may reschedule a non-instructional period previously scheduled in the school calendar applicable to a school or group of students.
- 6.5 If the board reschedules a non-instructional period under subsection 6.4, the board must give notice of the change:
 - a. to the parents of the students enrolled in the school or of the group of students, as applicable; and
 - b. to the representatives of employees of the board assigned to the school.

7. EFFECTIVE DATE

This Bylaw may be cited for all purposes as “School District No. 6 (Rocky Mountain) Bylaw No. IV”; a Bylaw to establish the form and manner to establish a school calendar and is in all respects in accordance with the provisions of the *School Act*.

Read a first time the 12th of March, 2013
Read a second time the 9th of April, 2013
Read a third time the 9th of April, 2013

I hereby certify that this is a true copy of School District No. 6 (Rocky Mountain) Bylaw No. IV, School Calendar Approval Procedures Bylaw, adopted the 9th of April, 2013.

Secretary Treasurer

Legal Reference: School Act Section 87.01 and 87.02
School Calendar Regulation/BC Reg. 314/12

Adopted May 13, 1997
Amended: December 9, 2003
Amended: April 9, 2013